

Court Record Retention Schedule – Minnesota District Courts

This document has been divided into the following section:

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- B. Special Notes: Microfilm and Fiche**
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A. The Court Records Management Process in Minnesota

In 1981-82 a Record Retention Committee composed of Court and District Administrators, Judges, record administrators and archivists first addressed the retention requirements of various court records and file series. Having determined retention periods for the various records the Committee discussed their recommendations with Court Administrators and judges throughout Minnesota. When a consensus was reached the Committee sought and received the approval for the record schedule from the Minnesota Conference of Chief and Assistant Chief Judges (CCJ). Based on this approval the Committee requested and received the approval of the record schedule from the State Records Panel. The State Records Panel includes representatives from the Offices of the State Auditor, Legislative Auditor, and Attorney General, and is headed by the State Archivist.

The Minnesota State Records Retention Schedule thus utilizes the authority of M.S. 138.17 that permits the orderly destruction of public records. The current schedule supersedes the schedule last modified in 2002.

This schedule, as others before it, may be modified. The process for modification is to recommend changes to the Procedures and Forms Committee of the Conference of Chief Judges. Upon review and approval by the committee, these changes are presented to the CCJ for further action and possible inclusion in a subsequent schedule, pending return of notice by the State Records Panel.

For further information or clarification please contact:

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B. Special Notes: Microfilm and Fiche

Unless noted otherwise, all court records may be placed on microfilm or fiche. However, prior to destruction of any original record, the film or fiche must be tested and destruction of the original record approved by the State Records Panel. The purpose of the testing is to assure that a reliable copy of the record can be retrieved regardless whether the retention schedule calls for a very short retention period or permanent retention. Guidelines for testing are found at: State Archives Department, Minnesota Historical Society (651) 297-4502.

Both the original document and/or any microform may be destroyed if the record has met the retention period indicated on the Schedule.

C. Section I - Disposition of Case Files, Indexes and Miscellaneous Papers

| <u>Record Title, Content & Usage</u> | <u>Minimum Retention Period in Court</u> | <u>Ultimate Disposition of Record</u> |
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| 1. <u>Accounting Department Records:</u> | 6 years | Destroy |
| a. Journals, Monthly Reports to County Auditor or Treasurer, check book registers, bank statements | | |
| b. Copies of receipts (such as generated by automated TCIS) | 3 months | Destroy. |
| c. Daily Trial Balance & Offline Journal Posting Report (as generated by automated TCIS) | 3 months | Destroy. |
| 2. <u>Adoption Case Files:</u> Files and documents relating to adoption proceedings. M.S. 259 | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| 3. <u>Adoption Index and Register:</u> Register contains brief chronological entries recording activity in the case; self-indexed. | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| 4. <u>Bar Memorials:</u> Biographical information and testimonials for deceased attorneys. | 10 years | Transfer to State Archives. |
| 5. <u>Board of Audit, Memoranda in re:</u> Materials relating to designation of depositories for county funds, and audit of county treasurer's funds; fiscal deliberations. This Board functioned from 1910 to 1967. | | |
| a. Minute Book of Board of Audit | None | Transfer to State Archives |
| b. Record Book of Board of Audit | None | Transfer to State Archives. |
| c. Working Papers, Board of Audit | None | Destroy |

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| 6. <u>Bonds, Civil and Miscellaneous:</u> Recognizances and undertaking required for security. Bonds for injunction, in attachment for appeal, for temporary restraining order. M.S. 574.01. (See Sureties, Index of below.) | | |
| a. If a separate file has been created containing copies of the originals in the case file, such duplication is unnecessary. | None | Destroy |
| b. If bonds are in the case files, retain in the files in accordance with retention period of the file. | | Retain in case file. |
| 7. <u>Bonds, Index to Town and City Officers:</u> Bonds posted to secure fulfillment of the duties of the office. | | |
| a. The only bonds that must be filed with the court administrator are those of the County Recorder (M.S. 386.01), and County Recorder's bond entered on the records of the court (M.S. 508.31). Pre-1982 bond of Town Clerk (M.S. 367.10) and Town Treasurer no longer filed with courts (see M.S. 367.15). | 10 years | Transfer indexes and volumes to State Archives for selection and disposition. Destroy bonds after 10 years. |
| b. Bonds of all other county officials are filed with the County Recorder (M.S. 574.21(2); M.S. 387.01; M.S. 382.10). M.S. 376.21 (repealed 1980) required that Justice of the Peace file bond with court administrator, but this is no longer the case. Frequently termed "Oaths & Bonds Record." | None | Immediate transfer to State Archives for selection and disposition. |
| 8. <u>Bonds, Living and Dead Trust:</u> Bond that may be required of a trustee to secure the faithful discharge of the trust. M.S. 501.28 (repealed 1989). Bond should be filed with case file. (See also Sureties, Index of, below.) | | Dispose in accordance with destruction of file. |
| 9. <u>Bonds, Oaths, Notices, Resignations, Orders of Appointment:</u> | | |
| a. Oaths of office; bonds posted to secure faithful discharge of duties, secured by two sureties. | | Retain until statute of limitations expires. |
| b. Notices of election or appointment and notice of qualification of city and township officers; orders of court to appoint, to increase salaries, to define duties, to accept resignations. | 10 years | Destroy, M.S. 485.23, 1(d). |
| 10. <u>Business Certificates,</u> also called Certificate of Business Name. | None | Immediate transfer to State Archives for selection and disposition. |

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| 11. <u>Business Certificates, Index to:</u> Filing with district court was required of businesses not incorporated and doing business under a name other than the owner's. In 1978 certification was transferred to the Secretary of State. | None | Immediate transfer to State Archives. |
| 12. <u>Calendars - Criminal, General and Special Term Civil, Torrens and Registration, Default Dissolution with and without Children, Other:</u> Daily schedule of activity before the court. Includes names of parties and attorneys; name of judge, referee, or examiner; file number; date set for appearance. | None | Destroy |
| 13. <u>Change of Name, Index and Register:</u> Alphabetical index by original name and changed name, keyed to civil register. Register shows minutes of papers filed in the proceedings. (Many counties do not have a separate index.) See Civil Files. | | If not indexed elsewhere, then: Retain permanently in original form or on microfilm or other archival quality medium. |
| a. Change of Name Affidavits: State Registrar of vital statistics keeps the original, the court administrator's copy is a duplicate. | None | Destroy |
| 14. <u>Civil Case Files:</u> Files and documents relating to matters within the original, concurrent, or appellate jurisdiction of the court. This does not include Family or Probate case files. | | |
| a. All civil files, except those listed below. | 10 years | Retention of Civil case files was significantly revised in 1998/99. The revisions permit the destruction of almost all civil cases with significant exceptions as noted below. Transfer pre-1950 files to State Archives for selection and disposition. Post-1950 files may be destroyed as noted below. Destroy ten years after final disposition, or entry of judgment, whichever is of longer duration. |
| b. Civil files closed by administrative procedure | 5 years | Destroy five years after file deemed inactive or closed. |
| c. Rent Escrow case files | 1 year | Destroy 1 year after final disposition. |
| d. Minor Settlements | 10 years | Destroy 10 years after final distribution. |
| e. Municipal Court Files (from abolished municipal courts - does not include Hennepin & Ramsey Counties) | 10 years | Destroy |
| f. Unlawful Detainer | 1/10 years | Destroy one year after file is closed; ten years if money judgment is ordered. |

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| g. County Court Civil Case Files, Indexes, Registers (NOTE: this does not include Family, Probate, Change of Name or Quiet Title case files - save Registers and Indexes for these files) | 10 years | Destroy 10 years after file is closed. |
| h. Implied Consent | 10 years | Destroy ten years after file is closed. |
| i. Change of Name files | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| j. Condemnation | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| k. Eminent Domain | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| l. Judicial Ditch | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| m. Quiet Title | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| n. Torrens | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| o. Trust | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| p. Contested Elections | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| q. Cases decided by the Appellate Courts (with published opinions) | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| r. Cases involving public entities dealing with jurisdictional issues. Example: A city vs. an airports commission; | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| s. "Treaty Rights" cases. Examples: Recent hunting and fishing rights cases in Minnesota. | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |
| t. "Historically significant" cases. Examples: NAACP vs. state concerning education; class actions such as asbestos or Dalkon Shield; major discrimination cases, slander/libel of major figures etc. Certain locally significant cases may relate to important businesses, individuals, or organizations. | Permanent | Retain in court in original form on a microfilm or other archival quality medium. |

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| 15. <u>Civil Index</u> : Index, by the name of the parties to a civil action, keyed to register and case files. M.S. § 485.08. | | |
| a. District Court | 10years/ permanent | Transfer pre-1950 Index to State Archives. Post-1950 Index may be destroyed 10 years after last entry. Entries for “permanent” case files must be retained permanently in original form or microfilm or other archival quality medium. |
| b. County Court | 10 years | Destroy 10 years after last entry. |
| 16. <u>Civil Judgment Book, County Court and District Court</u> - See Judgment Books. | | |
| 17. <u>Civil Registers</u> : For each case, brief chronological entries recording activity in the case. Original entry in register establishes case file number. | | |
| a. District Court | 10years/ permanent | Transfer pre-1950 Register to State Archives. Post-1950 Register may be destroyed 10 years after last entry. Entries for “permanent” case files must be retained permanently in original form or microfilm or other archival quality medium. |
| b. County Court | 20 years | Destroy 20 years after last entry. |
| 18. <u>Conciliation Court Index and Register</u> : Index, by surnames of both parties, keyed to register and case files. Register contains brief chronological entries recording activity in a case M.S. § 485.07. | 10 years | Destroy ten years after entry of judgment. |
| 19. <u>Conciliation Court Judgment Docket</u> : Records the fact and amount of judgment, required names of the parties, whether satisfied or not. | None | This record is not required by statute. The file contains all necessary information. |
| 20. <u>Conciliation Court Files</u> : Contains the papers filed in an action within the jurisdiction of the conciliation court. | 10 years | Destroy ten years after entry of judgment. |
| 21. <u>Confession of Judgment (Composite Judgment), Receipt for Delinquent Taxes</u> : Confession of judgment for delinquent real estate taxes as authorized by M.S. § 279.37. | 10 years | Destroy ten years after entry of judgment. |
| 22. <u>Coroner's Certificates</u> | 20 years | Transfer to State Archives. |
| 23. <u>Coroner's Certificates, Index to</u> | 20 years | Transfer to State Archives. |
| 24. <u>Coroner's Inquest Testimony and all Records of Proceedings</u> M.S. § 390.17. | 20 years | Transfer to State Archives. |
| 25. <u>Court Commissioner Docketbook</u> : M.S. § 357.28 and 489. | None | Transfer to State Archives for selection and disposition. |

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| 26. <u>Court Reporters Notes:</u> A complete record, in stenographic characters of all testimony before a judge or referee on trial of issues of fact. Filed with the court administrator when the trial is ended. M.S. 486.03. | | (See specific breakdown below.) Retention of Court Reports Notes is the same for each category, regardless of the medium of storage – i.e. paper retention is the same as tape retention. |
| a. Civil, Family and Probate Case Notes | 5 years | Destroy five years after conclusion of trial. |
| b. Criminal Case Notes – Felony and Gross Misdemeanor | 10 years | Destroy ten years after case disposed. |
| c. Criminal Case Notes – Misdemeanors | 10 years | Destroy ten years after case disposed. |
| Special Note: Reporters shall separate notes pertaining to civil matters from those dealing with criminal cases. Notes should be clearly marked with names and file number of case and date for retrieval purposes. Reporter should retain notes for a minimum of six months, then transfer to the court administrator in standard storage boxes with appropriate labels to identify contents. This transfer must be accomplished within two years. | | |
| d. Audio-Tapes: (if tapes are not transcribed) | | |
| ▪ Felony and Gross Misdemeanor Proceedings | 10 years | Destroy or recycle tapes. |
| ▪ Traffic Court Proceedings | 1 year | Destroy or recycle tapes. |
| ▪ Misdemeanor Proceedings | 10 year | Destroy or recycle tapes. |
| ▪ Petty Misdemeanor Proceedings | 1 year | Destroy or recycle tapes. |
| ▪ Conciliation Court Proceedings | None | Destroy or recycle tapes. |
| ▪ Civil, Family, or Probate | 5 years | Destroy or recycle tapes. |
| ▪ Juvenile | 6 months | Destroy or recycle tapes. |
| e. Transcribed Tapes: Transcribed notes (all case types) | 6 months | Destroy or recycle tapes. |
| f. Transcripts of Court Reporter's Notes: Stenographic record transcribed into ordinary readable form; seldom done for the entire record. Most often used on appeal, but must be furnished to any interested person upon payment of the cost of transcription. Portions often found in the case file. | | Retain with case file for length of time indicated for that case file. |
| 27. <u>Criminal and Traffic Case Files:</u> | | |
| a. Felony | Permanent | Transfer pre-1950 case files to State Archives. Post-1950 case files must be retained permanently in original form or microfilm or other archival quality medium. |

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| <p>b. Gross Misdemeanor</p> <p>(Exception!! Do not destroy cases related to domestic violence since a conviction may result in the permanent ban on the possession of firearms. A review of 18 USCS 922(g) is suggested for a description of the types of cases that may have to be retained. This matter is under review.)</p> | 20 years | <p>Destroy 20 years after date of final disposition.</p> <p>(Please note exception for domestic violence cases)</p> |
| <p>c. Misdemeanor – DWI, Boating while intoxicated, operating a snowmobile or All Terrain Vehicle while intoxicated, operating an aircraft while intoxicated.</p> <p>Currently under review: Recently revised statute permits enhancement of a charge if committed within 10 years of the original offense. (M.S. 169A03 Subd 3, 169A.25 through 27 and 169A.275)</p> | 15 years | <p>Destroy 15 years after date of final disposition.</p> <p>“Paper” citations including case-related notes and DPS 1045 documents may be destroyed 1 year after date of disposition if the data has been captured in an electronic format – e.g. TCIS. However, the destruction of the citation will not include the paper copy of the “Petition to enter a plea of guilty” in “enhanceable” misdemeanor cases. The electronic record must be retained for the full retention period – i.e. 15 years.</p> |
| <p>d. Misdemeanor (Non-Traffic) and Failure to provide vehicle Insurance M.S. 169.797 subd.4.</p> | 10 years | <p>Destroy 10 years after date of final disposition.</p> <p>The “paper “citation may be destroyed 1 year after disposition as described in “27c” above.</p> |
| <p>e. Misdemeanor - All traffic and local ordinance violations that do not conform to a statutory misdemeanor. The following are excluded: DWI etc. covered under "c" above and Failure to provide Vehicle Insurance "d" above.</p> <p>(See note above under 27 b regarding the necessary retention of domestic violence cases)</p> | 5 years | <p>Destroy 5 years after date of final disposition.</p> <p>The “paper “citation may be destroyed 1 year after disposition as described in “27c” above.</p> <p>(Please note exception for domestic violence cases)</p> |
| <p>f. Petty Misdemeanor – Traffic and non-traffic related</p> | 3 years | <p>Destroy 3 years after final disposition.</p> <p>The “paper “citation may be destroyed 1 year after disposition as described in “27c” above.</p> |
| <p>g. Parking Tickets</p> | | <p>Retain until next financial audit has been completed.</p> <p>The “paper “citation may be destroyed 1 year after disposition as described in “27c” above.</p> |

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| h. County Court Criminal First Appearance Files | None | Destroy immediately unless a warrant has been issued. |
| 28. <u>Criminal Court Minutes</u> (See Minutes below.) | | |
| 29. <u>Criminal Indictments, Not Arraigned:</u> Indictments and information notifying the court of essential facts relating to an offense which may have been committed, but the alleged defendant never pleaded to the charge. Names of witnesses examined by the grand jury. M.S. § 622.26 (repealed 1963) | 25 years | Destroy |
| a. Homicides only. | 50 years | Destroy |
| 30. <u>Criminal Receipts</u> (See Accounting Department Records above.) | | |
| 31. <u>Criminal and Traffic Index and Registers:</u> | | |
| a. Felony | Permanent | Transfer pre-1950 Index to State Archives. Post-1950 Index must be retained permanently in original form or microfilm or other archival quality medium. |
| b. Gross Misdemeanor | 20 years | Destroy 20 years after date of conviction. |
| c. Misdemeanor (non-traffic) | 10 years | Destroy 10 years after last entry. |
| d. Misdemeanor (traffic) | 5/10 years | Destroy 5 years after last entry, except: 10 years for No-Insurance see #27d above. |
| e. DWI violations, including boating, snowmobiling, operating an ATV or aircraft while intoxicated | 15 years | Destroy 15 years after most recent DWI conviction recorded - see #27c above. |
| f. Petty Misdemeanor (traffic and non-traffic) | 3 years | Destroy 3 years after last entry. |
| 32. <u>Defendants Index, Civil:</u> See Plaintiff-Defendant Index. | | |
| 33. <u>Delinquent Real Estate Tax Files</u> including newspaper publication of delinquent tax list as required by M.S. § 279.09, list of delinquent real estate taxes filed with the court administrator by the county auditor in compliance with M.S. § 279.05. | | |
| a. Original judgment for delinquent real estate taxes, the content of which is specified by M.S. § 279.16. | 10 years | Destroy 10 years after entry of judgment. |
| 34. <u>Depositions:</u> | | |

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| <ul style="list-style-type: none"> Depositions pertaining to a filed case. | | Upon final disposition of the case parties may be notified to remove depositions. Failure to remove items within 15 days is deemed authorization to destroy these depositions. |
| <ul style="list-style-type: none"> Deposition where no file was ever opened. (Rule 5.04 of Civil Procedures prevents filing as of 7/1/85.) | 5 years | Destroy 5 years after date received. |
| 35. <u>Drivers License Records</u> : The court administrator may receive applications for driver's licenses pursuant to M.S. § 171.06(4) – repealed 1997. Records reflecting this activity include deposit receipts, reports to the Motor Vehicle Division (now Driver and Vehicle Services Division), batch sheets and daily receipt sheets. | 6 years | Destroy |
| a. Licenses | None | Destroy |
| 36. <u>Exhibits</u> : | | |
| a. Civil Case Exhibits | 15 days | Upon final disposition of the case parties may be notified to remove all exhibits. Failure to remove items within 15 days is deemed authorization to destroy such exhibits. |
| b. Criminal Case Exhibits | | |
| <ul style="list-style-type: none"> Felony cases where the defendant is incarcerated | | Retain exhibits for period of incarceration; or return exhibits if prosecutor and judge agree. |
| <ul style="list-style-type: none"> Felony cases where the defendant is given a stayed sentence | | Return exhibits per agreement by the prosecutor and the judge. |
| <ul style="list-style-type: none"> Exhibits in cases where defendant is incarcerated | | Retain for duration of defendant's sentence. Destroy. |
| <ul style="list-style-type: none"> Exhibits in cases with stay of imposition or sentence | 1 year | Destroy one year after imposition. |
| <ul style="list-style-type: none"> Stolen goods used as exhibits in criminal cases | 1 year | Release to owner as soon as possible, retain no longer than one year after disposition. The use of photographs is recommended as substitutes for retention of physical evidence. |
| <ul style="list-style-type: none"> Contraband | | Contraband may be destroyed according to currently instituted procedures. |
| c. Juvenile Case Exhibits | | |

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| <ul style="list-style-type: none"> ▪ Delinquency | 30 days | Upon final disposition of the case (after 30 day appeal period has run or appeal decision has been entered), parties may be notified to remove all exhibits. Failure to remove items within 15 days is deemed authorization to destroy such exhibits. |
| <ul style="list-style-type: none"> ▪ Child in Need of Protection and Services | 30 days | Upon final disposition (permanency) of the last child relating to a case, and after the 30-day appeal period has run or a decision entered, parties may be notified to remove all exhibits. Failure to remove items within 15 days is deemed authorization to destroy such exhibits. |
| d. Potentially Hazardous Exhibits (applicable to any case type): see CCJ Administrative Policy No. 21, <u>Potentially Hazardous Exhibit Procedures</u> , "Return of Exhibits" for retention information. See also "Motor Vehicle Plates" #63 below | | |
| 37. <u>Extradition Orders</u> : | 10 years | This applies to orders for extradition that remain in an administrative file and never entered into a criminal file. |
| 38. <u>Family Division Files</u> : | | |
| a. Marriage Dissolutions | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| b. Annulments | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| c. Separate Maintenance | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| d. Support | 10 years | Retain in original form until child reaches majority and no outstanding judgments. |
| e. Paternity | Permanent | Destroy. Retain in court in original form or on microfilm or other archival quality medium. |
| f. Other Family Files | 40 years | Destroy 40 years after file is closed. |
| g. Domestic Abuse (See also: Adoption Files, Juvenile Files) | 10 years | Destroy 10 years after file is closed |
| 39. <u>Family Cases Index</u> : (same as District Civil Index Above). | | |

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| 40. <u>Family Cases Register</u> : (same as District Civil Register above). | | |
| 41. <u>Grand Jury Materials</u> : Materials relating to the selection of grand juries, and to their investigating and reporting activities (see M.S. § 628.61). True bills, no bills, criminal indictments, grand jury reports, venire facia, and special venires. a. True Bill b. Minutes or records of the grand jury created in its capacity under M.S. 628.61 (2) and (3) to investigate the conditions of public prisons and the misconduct of county officers. | None | An effort is currently under way to determine the extent of Grand Jury materials residing with the courts and recommendations will soon be made regarding the disposition of materials not enumerated below. Retain with case file, copies may be destroyed. Transfer to State Archives for selection and disposition. |
| 42. <u>Hospital Lien and Release of Lien</u> : Lien for hospital care rendered to an injured person upon any cause of action accruing to the person on account of the injuries. M.S. § 514.68-.71. | 2 years | Destroy two years from date of docketing. |
| 43. <u>Hospital Lien Record (Register) and Index</u> : Index, by debtor-patient surname, keyed to register. Register records name of creditor-health facility, amount of lien, name of debtor, and date lien filed. | 2 years | Destroy two years after last entry. |
| 44. <u>Illegitimacy Case Files</u> : Files and documents relating to illegitimacy proceedings. (These are usually part of the District Court Civil/Criminal Series.) | | |
| 45. <u>Illegitimacy Register</u> : Brief chronological entries recording activity in the case. | | |
| 46. <u>Incorporations</u> : Articles of Incorporation. Filed in the county where a corporation began doing business. | None | Immediate transfer to State Archives. |
| 47. <u>Indictment Record</u> : M.S. § 628.09 requires that a copy of the original indictment be kept in a separate "book." | None | Immediate transfer to State Archives. |
| 48. <u>Indictment or Information Record</u> : M.S. § 628.29-33 which dealt with the Form and Content of Information was repealed in 1979. These records should be dealt with as the Indictment Record above. | None | Immediate transfer to State Archives. |
| 49. <u>Judgment Books</u> : Contains chronological entry of judgment; court where judgment was rendered. A copy of the judgment is commonly found in the corresponding case file. There is no longer a legal requirement to maintain Judgment Books. M.S. § 485.07; 548.08; 548.15; 548.22; 572.22. | None | Immediate transfer to State Archives. |

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| 50. <u>Judgment Dockets</u> : Contain alphabetical entries, by judgment debtor's surname. Docket shows the name of judgment debtor and judgment creditor, amount of the judgment, when judgment was entered, and whether or not the judgment has been satisfied. Required by M.S. § 485.07(3). | 10 years | Destroy 10 years after last entry. |
| 51. <u>Judges' Jury List</u> : List of prospective jurors who may be called to serve as petit jurors; lists for each judge, by year. | None | Destroy |
| 52. <u>Judge's Record Books (Minute Books)</u> : Notes, in judge's hand, recording the proceedings before his court. Includes names of parties, attorneys, and witnesses; case numbers, an abstract of testimony, motions offered, dispositions, etc. | None | Not a public record. Disposition at discretion of judge. May be transferred to State Archives. |
| 53. Jury documents – | 2 years | Destroy |
| a. <u>Jurors Questionnaire</u> : Form sent to prospective jurors for return of general information about the juror such as age and occupation. An administrative aid for jury selection. | | |
| b. <u>Qualified Juror List</u> (Master list); Documentation pertaining to excuses | | |
| 54. <u>Jury-related reports</u> : | | |
| a. Management reports – may include reports pertaining to summons yield, case activity, juror activity, cost per trial and similar reports | 2 years | Destroy “paper” copy 2 years after date of creation. The retention requirement is met – i.e. no paper copy needs to be kept – if an electronic copy of the report can be generated at will of if an electronic copy has been stored |
| b. Demographic reports – pertaining to juries | 4 years | |
| c. Ad hoc reports generated by various “jury” programs/applications | No retention required | |

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| 55. <u>Jury Pay Roll</u> : Itemization of expenses due a juror for jury service. Shows the juror's name and number, judge(s) before whom the juror served, dates of service (or reasons for being excused), amount paid, (per diem and mileage), and the juror's signature. [Various Jury-related financial records which summarize or merely record data in differing ways are deemed to be duplicated data – i.e. convenience copies and are not considered “primary” records] | None | <p>Destroy. Although M.S. § 485.23, subd. 1(a) calls for 10 year retention, subd. 2 indicates that the retention period may be shortened. There is an electronic record of these reports, therefore, there is no need for retention of paper printouts.</p> <p>The electronic record is the “primary record.” Primary records they may be retained in electronic form if such data is appropriately backed up and not subject to tampering. As with all other financial records, the electronic record will be retained for 6 years after creation.</p> |
| 56. <u>Justice Court Dockets</u> : Journal required of a justice of the peace, entries reflecting the daily activity of a justice court. M.S. § 530.08, § 633.04 (both repealed). | None | Transfer to State Archives for selection and disposition. |
| 57. <u>Justice Court Materials, Index to; Justice Court Returns</u> : Reports of the disposition of cases before justice court; fine or bail amounts noted. The justice of peace was required to report periodically about work to the court. M.S. § 487.35(3) and 633.28 (repealed 1977). With the abolition of the J.P. courts some of these records were, or may have been transferred to the District Courts. | | |
| a. Indexes | None | Transfer to State Archives for selection and disposition. |
| b. Registers | None | Transfer to State Archives for selection and disposition. |
| c. Certificate of Conviction | 10 years | Destroy. |
| d. Justice Court Return | 6 years | Destroy. |
| 58. <u>Juvenile Case Files</u> : Files containing papers, reports to the court, and orders relating to delinquency, dependency and neglect of minors. Kept by the administrator pursuant to M.S. § 260.041. | | Retention/destruction of records dependent on age of individual. |
| a. Education Neglect (CHE), Child in Need of Protection (CHP), Runaway (CHR), Truancy (CHT), Delinquency under age 10 (CHU), CHP's Voluntary Placement (CHV), CHP's Mentally Ill (CMI), Juvenile Petty Offender (JPO), Juvenile Traffic (JTR), Status Offense (STO). | | |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|---|---|---|
| <ul style="list-style-type: none"> ▪ Once a person attains the age 19 and no matters remain pending in juvenile court regarding that person, and the person has not been adjudicated for an offense which would be a misdemeanor, gross misdemeanor or felony, if committed by an adult, the file shall be destroyed. ▪ Exception: Delinquency or Juvenile traffic files based on DWI ▪ Exception: Failure to provide vehicle insurance (M.S. 169.797 subd. 4) <p>b. Case Plan Approval (CPA), Delinquency Felony (DFL), Delinquency Gross Misdemeanor (DGM), Delinquency Misdemeanor (DMS), Juvenile Other (JOT), Traffic History (TRH). (Also obsolete TCIS case types of Delinquency (DEL) and Juvenile Harassment (JHR).</p> | Permanent | <p>Retain until subject is 19 years old.</p> <p>Retain for 15 years after offense date.</p> <p>Retain for 10 years after offense date.</p> <p>Retain until subject is 28 years old. Except: Extended Jurisdiction Juvenile Cases: When a juvenile has been designated as a EJJ the related <u>case files must be retained for the same duration as adult records</u> for similar crimes - i.e. felony = permanent retention; gross misd. = 20 years retention after date of disposition.</p> |
| <ul style="list-style-type: none"> ▪ Once a person attains the age of 28 and no matters remain pending pursuant to Chapter 260 regarding that person, any records not destroyed under the provisions of (a) above shall be destroyed. ▪ Note on Destruction: A record shall be destroyed by the physical destruction of the entire contents of the court file and the removal of the name from any index or data from the register maintained by the court. A record may be kept of the file numbers indicating that the file therein has been destroyed. A microfilm record or duplicate copy of the court file shall not be retained beyond the designated expiration date. | | |
| c. Dependency & Neglect files (obsolete TCIS case types DEP, NEG) | | Retain until subject is 19 years old. |
| d. Parental Notification files | | Retain until subject is 18 years old. |
| e. Termination of Parental Rights | | Retain in court in original form or on microfilm or other archival quality medium. |
| f. Foster Care Review (FOS) and Voluntary Placement (VOL) | | Retain until subject is 19 years old. |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|--|-----------------------------------|---|
| 59. <u>Juvenile Index and Register</u> : Index, alphabetical, keyed to register and case file. Register contains brief chronological entries recording activity in the case. M.S. § 260.161, subd. 1 (repealed 1999). The broader requirement to keep record is found in M.S. 260.041. | | Index and Register is retained for the same period of time as the case files - see above. Note: Names of individuals should be deleted as suggested above. |
| 60. <u>Juvenile Traffic Offender Index and Register</u> : M.S. § 260.193, subd. 10 (repealed 1999) required that records of juvenile highway and water traffic "be kept separate from delinquency matter." The broader requirement to keep records is found in M.S. 260.41. | | Index and Register is retained for the same period of time as the files - see above. |
| 61. <u>Juvenile Minute Book</u> | None | This record is not required by statute. |
| 62. <u>Liquor</u> : | | |
| a. Liquor, Index to Purchasers and Sellers | None | Immediate transfer to State Archives. |
| b. Liquor prescriptions | None | Destroy |
| 63. <u>Minutes</u> : (court administrator's or deputy's minutes of court proceedings.) | | |
| a. If the minutes are kept in the case file folder | | Retain as long as case file is kept. |
| b. If the minutes have been kept in bound books prior to 1982 | None | Immediate transfer to State Archives. |
| c. Rough draft of Minutes | None | Destroy |
| 64. <u>Motor Vehicle Plates</u> : M.S. 168.041, subd. 4 allows for the impounding of motor vehicle registration plates. | None | Destroy plates. |
| 65. <u>Municipal Court Dockets (from abolished municipal courts)</u> : Brief summary of activity in each case, with a record of fines and costs assessed and paid. For other municipal court records, see appropriate record type. | None | Transfer to State Archives for selection and disposition. |
| 66. <u>Naturalization Materials</u> | None | For all naturalization material: Recommend immediate transfer to State Archives. Counties that still process naturalizations are exempt from recommendations. |
| 67. <u>Notarial Jurats and Certificates</u> : Receipt stubs recording court administrator's certification that a person subscribed as a notary is indeed commissioned as a notary. M.S. § 359.061. | 6 years | Destroy. Retain until publication of audit. |
| 68. <u>Notary Public Commissions Record of</u> : Recording with the court administrator of a notary's commission as required by M.S. § 359.061; indexed by notary's surname. | 7 years | Destroy. |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|--|-----------------------------------|--|
| 69. <u>Patents</u> : Nineteenth century certificates of patent filed at the district court. | None | Immediate transfer to State Archives. |
| 70. <u>(Delinquent) Personal Property Tax Files</u> : Includes all records relating to these proceedings. | 10 years | Destroy. Retain for 10 years after entry of judgment. M.S. § 485.13(b). |
| 71. <u>Plaintiff-Defendant Index (Civil Indexes)</u> : (see Civil Index above). | | |
| 72. <u>Probable Cause- Order For Detention</u> (only if not part of a case file) | 6 years from date of issuance. | Destroy. |
| 73. <u>Probate</u> : | | |
| a. Book of Bonds: Volume containing bonds ordered by the court. Often kept in the file; the fact that a bond was required is noted in the probate register. | None | Destroy. |
| b. Book of Claims: No longer a required record. Contained records of claims against estates; self-index. | None | Destroy. |
| c. Book of Letters: Letters of administration, conservatorship, and guardianship. These letters are commonly found in the file and the date of the letters is noted in the probate register. | None | Destroy. |
| d. Book of Orders: A copy of each order is commonly found in the case file, and the date of any order is noted in the probate register. | None | Transfer to State Archives for selection and disposition. |
| e. Book of Wills: Wills admitted to probate are indexed, and a copy is placed in this book. | None | Transfer to State Archives. |
| f. Case Files: Papers and documents relating to a proceeding before the probate court. (M.S. § 525.091, subd. 1, enumerates documents which must be kept.) | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| g. Probate Inheritance Tax Books: This book was eliminated. | None | Destroy. |
| h. Probate Index: Required by M.S. §525.03(1), which also enumerates the categories to be indexed. Keyed to case file and register. | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| i. Probate Register: Contains the minutes of the probate proceedings; keyed to books of bonds, wills, claims, letters, and orders. Required by M.S. § 525.03(2). | Permanent | Retain in court in original form or on microfilm or other archival quality medium. |
| j. Probate Minute Book: (Not required by statute.) | 10 years | Transfer to State Archives for selection and disposition. |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|---|---|---|
| k. Probate - Documents: Notice of Intent to transfer and Safe Deposit Box Report. These documents are no longer required. | 3 years | Destroy 3 years after filing. |
| l. Probate - Demand for Notice – provided for in M.S. 524.3-204 | 3 years | Destroy 3 years after filing. |
| m. Guardianship/Conservatorship Vouchers – If Not File Stamped | Until order approving accounting is signed. | Return to party submitting vouchers. |
| n. Guardianship/Conservatorship Vouchers – If File Stamped | 5 years | Destroy 5 years after filing of order allowing annual accounting or 5 years from discharge of conservator/guardian. |
| o. Guardianship/Conservatorship Vouchers – In Final Accounting of Decedent Estate | 5 years | Destroy 5 years after date of order allowing final account. |
| 74. <u>Professional Filings</u> : The requirement to file with the court administrator has been repealed for the following: Basic Sciences, Physicians, Surgeons & Osteopaths, Chiropractors, Massage, Dentists, and Veterinarians. Note: The Clergy is still required to file with the court administrator. M.S. 517.05. | None | Transfer to State Archives for selection and disposition. |
| 75. <u>Public Assistance Liens</u> | 2 years. | Destroy two years from date of docketing. |
| 76. <u>Race Data Forms</u> : Forms were developed for the purpose of collecting race (self-reported) from individuals appearing before the court. Information recorded on the sheets is entered on various court record management systems – e.g. TCIS. | None | Retain for audit purposes only for first three months after implementation of changes on TCIS system. Audit to be completed by January 2002. |
| 77. <u>Real Estate Tax Judgments</u> : (See Delinquent Real Estate Files above.) | | |
| 78. <u>Rules of Court</u> : Local Rules of Procedure and Practice adopted by district courts. | None | Retention discretionary because rules are published. For current rules of the individual districts, see Minnesota Rules of Court or District Court rules, published as an appendix to Minnesota Statutes. |
| 79. <u>Search Warrants</u> : | | |
| a. Any "unexecuted" search warrant returned to the Court Administrator | None | May be destroyed immediately. |
| b. Executed search warrants which have <u>not</u> been placed in a case file | 6 years | May be destroyed 6 years after return. |
| c. Executed search warrants which have been placed in a case file | Same as case file | Same as case file (see Section II, Criminal Case File Documents). |
| 80. <u>Subpoenas</u> : Records of Subpoenas issued. | 10 years | Destroy. |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|--|-----------------------------------|--|
| 81. <u>Sureties, Index of</u> : A record of the principal and the sureties on a bond, recognizance, or other secured obligation. Contains the case number, names and addresses of the sureties, name(s) of the principal, amount of obligation, date of filing. M.S. 629.69, requires this be kept as a separate book of record. | 10 years | Destroy ten years after last entry |
| 82. <u>TCIS Reports</u> : Various management reports and notices generated by TCIS | | |
| a. TCIS Disposition Bulletin. Normally sent to law enforcement agency | None | May be destroyed immediately if law enforcement agency does not want the report. |
| b. Certificate of Conviction Report. Lists all disposition passed to DPS | None | May be destroyed after data pass to DPS has been verified. ISO staff suggests 6 month retention until all data pass problems have been resolved. |
| c. Misc. TCIS management report | | See Attachment A |
| 83. <u>Torrens Case Files</u> , Proceedings subsequent and other Files relating to real estate or title of property. See Civil Files. | | |
| 84. <u>Torrens Proceedings Subsequent, Index and Register</u> . (See Civil Case Registers.) | | |
| 85. <u>Torrens Land Registration Docket</u> (See Civil Case Registers.) | | |
| 86. <u>Torrens Decree Record</u> : Recording of orders and decrees in Torrens registration proceedings. Show name of applicant or petitioner, case number, findings, and encumbrances on the property that will be reflected on the certificate of title. M.S. § 508.11. | None | Destroy since this record is no longer required. |
| 87. <u>Torrens "O" Files</u> : A separate file that may be kept for administrative communications, requests for appointments, requests to dispose of records, and other administrative records relating to the position of examiner of titles. (Not required by statute – recommend that no separate record be kept.) | None | Destroy. |
| 88. <u>Traffic Citation</u> : The ticket in lieu of arrest. Contains the name of the defendant, officer, and offense. M.S. § 492.05 and § 493.03. (See Criminal Case Files above.) | | |
| 89. <u>Traffic citation inventories/logs</u> of dispersal & return of citation from law enforcement (citations court issue to law enforcement). | 2 years | Destroy 2 years after return has been noted. |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|--|-----------------------------------|---------------------------------------|
| 90. <u>Traffic and Ordinance Violations Index and Register.</u> (See Criminal Index and Register above.) | | |
| 91. <u>Transcript of Court Reporter Notes.</u> (See Court Reporter Notes.) | | |
| 92. <u>Trust Case Files.</u> (See Civil Files.) | | |
| 93. <u>Trusteeship Index, Register.</u> (See Civil Register.) | | |
| 94. <u>Trust Case Files:</u> Files and documents relating to the administration of trust within the purview of the district court. See civil file above. | | |
| 95. <u>Vital Statistics:</u> Pursuant to M.S. § 485.14, the court administrator (as county registrar) may receive, for preservation, birth and death records. | Permanent | Retain in court. |
| a. Birth Certificates and Delayed Birth Certificates: See M.S. § 485.14. | Permanent | Retain in court. |
| b. Index to Birth Certificates: Index, by surname, keyed to birth register (Item 87c). | Permanent | Retain in court. |
| c. Birth Record (Register): Information entered from birth certificates as they are filed at the court. | Permanent | Retain in court. |
| d. Index to Deaths: Index by surname of deceased, keyed to record of deaths (Item 87e). | Permanent | Retain in court. |
| e. Record of Deaths: Contains information from death certificates. | Permanent | Retain in court. |
| f. Death Certificates. | Permanent | Retain in court. |
| 96. <u>Vital Statistics, Marriage Records:</u> | | |
| a. Index to Marriages: Index by surname, shows date of application, date of marriage. | Permanent | Retain in court. |
| b. Marriage License Book: Record of application and license for marriage, and the certificate of marriage, pursuant to M.S. § 517.10; see also sections 517.06, 517.07 and 517.08. | Permanent | Retain in court. |
| c. Marriage License Waiver (five day waiting period per M.S. 517.08, Subd. 1b). | 1 year | Destroy one year after creation date. |
| d. Marriage License Waiver for a minor - M.S. 517.02. | Permanent | Retain Waiver with marriage license. |
| 97. <u>Marriage Return</u> | 2 years | Destroy after recording. |
| 98. <u>Vital Statistics Record Books:</u> Kept by townships or villages (1870-1953). Birth and death registers turned over to the court. | None | Transfer to State Archives. |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|--|---|---|
| 99. <u>Warrant Receipts</u> : Record of payment for services of witnesses, term of court, amount paid per diem and per mile. | 6 years | Retain in original form until records are 6 years old. Destroy. |
| 100. <u>Wills Deposited with the Courts</u> : M.S. § 525.22 (repealed 1994) specified that during the testator's lifetime "such will shall be delivered only to him ...," <u>i.e.</u> , the will is confidential and remains sealed until the death of the testator. | 75 years | Destroy 75 years after deposit. |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|-------------------------------|---|--------------------------------|
|-------------------------------|---|--------------------------------|

D. Section II - Disposition of Documents within specific case file series

Civil Case File Documents:

The current retention schedule requires that all district court civil be retained permanently, except those files that have been specifically enumerated.

Retention requirements abbreviations:

Same as file = retention of the document is the same as for the entire file - i.e. if the file is retained for 10 years then the document is retained for same period, if file retention is permanent then document retention is also permanent

1 year = indicates the number of years a document must be retained after case is closed an appeal period has expired

DOCUMENT RETENTION REQUIREMENT

- | | |
|--|--------------|
| (1) Summons & Complaint with affidavit of Service | same as file |
| (2) Answer | same as file |
| (3) Petition for appointment of Trustee & order | |
| A. Petition | 1 year |
| B. Order | same as file |
| (4) Oath of Trustee | 1 year |
| (5) Petition to Intervene and Order | |
| A. Petition | 1 year |
| B. Order | same as file |
| (6) Discovery document: | 1 year |
| Interrogatories & Answers, Motion to Compel & Order, Notice to take deposition | |
| (7) Deposition Transcripts ("old" depositions created prior to current rules) | 1 year |
| (8) Cert. of Representation (may film for convenience) | 1 year |
| (9) Informational Statement | 1 year |
| (10) Scheduling Order | 1 year |
| (11) Calendar Notice | 1 year |
| (12) Pretrial Order | 1 year |
| (13) Motion for Summary Judgment and Order | |
| A. Motion & Memorandum supporting or opposing | 1 year |
| B. Order | same as file |
| (14) Witness & exhibit list | 1 year |
| (15) Proposed Jury instructions | 1 year |
| (16) Jury list prepared by courtroom clerk | same as file |
| (17) Exhibit list prepared by courtroom clerk | same as file |
| (18) Jury Instructions | 1 year |
| (19) Verdict | same as file |
| (20) Finding of Fact etc. | |
| Notice of Entry | same as file |
| (21) Notice of Appeal | same as file |
| (22) Documents making arrangements for court Reporter for trial transcript | 1 year |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|---|-----------------------------------|--------------------------------|
| (23) Trial Transcript | same as file | |
| (24) Appellate decision & Notice of Entry | Same as file | |
| (25) Judge's Notes | | |
| Clerk's Minute sheets | 1 year | |
| Notices | 1 year | |
| Misc. Correspondence | 1 year | |
| SJIS report sheets | 1 year | |
| Other documents not | 1 year | |
| File stamped | 1 year | |

Criminal Case File Documents:

The current Retention schedule allows destruction of all criminal files except felony files. "Criminal" misdemeanor must be kept for 10 years, alcohol-related misdemeanors for 15 years, and gross misdemeanors for 20 years.

| | |
|---|--------------|
| (1) Bench warrant | 1 year |
| (2) Search warrant | same as file |
| (3) Tab charge or long form complaint | same as file |
| (4) Criminal history/DL record | 1 year |
| (5) Affidavit of Indigency and appointment of Public Defender | same as file |
| (6) Police Reports | 1 year |
| (7) Notices of Rules of Evidence by prosecutor and defense | 1 year |
| (8) Certificate of Representation | same as file |
| (9) Motion & Order to reduce bail | 1 year |
| (10) Omnibus order | same as file |
| (11) Speedy trial demand | 1 year |
| (12) Petition to enter guilty plea | same as file |
| (13) Transcript of plea, sentencing and revocation hearing | same as file |
| (14) Pre-sentencing investigation | |
| Psychological report | |
| Rule 25 report | |
| Rule 20 report | 10 years |
| (15) Sentencing worksheet | same as file |
| (16) Probation rules | same as file |
| (17) Jury list prepared in courtroom | same as file |
| (18) Exhibit list prepared in courtroom | same as file |
| (19) Verdict form | same as file |
| (20) Findings of fact and notice of entry | same as file |
| (21) Warrant of commitment | same as file |
| (22) Appeal Documents | |
| A. Notice of appeal | same as file |
| B. Court Reporter notice | 1 year |
| C. Others | same as file |
| (23) Appellate decision | same as file |
| (24) Trial transcript | same as file |
| (25) Probation violation report | same as file |
| (26) Annual progress reports | 1 year |
| (27) Discharge from probation | same as file |
| (28) Certificate of restitution | same as file |
| (29) Misc. documents: | |
| Judge's minutes | 1 year |
| Clerk's minutes | 1 year |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|-------------------------------|-----------------------------------|--------------------------------|
| Misc. correspondence | 1 year | |
| Notices | 1 year | |
| SJIS reports | 1 year | |
| SJIS Final Count | 1 year | |

Dissolution Case Files

At present the Retention Schedule requires that virtually all "Family" case files be retained permanently.

| | |
|--|--------------|
| (1) Summons & Petition | same as file |
| (2) Admission of Service | same as file |
| (3) Affidavit of Service | |
| (4) Affidavit of Default & Non-military Service | same as file |
| (5) Stipulation/Marital Termination Agreement | same as file |
| (6) Findings of Fact, Conclusions of Law, Order for Judgment and Judgment & Decree | same as file |
| (7) Child Support recommendations | same as file |
| (8) Amended Judgment & Decree | same as file |
| (9) COLA | same as file |
| (10) Answer & Counter-petition | same as file |
| (11) Certificate of Representation | same as file |
| (12) Informational Statement | same as file |
| (13) Notice of Motion & Motion | same as file |
| A. Order | same as file |
| (14) Affidavits | same as file |
| (15) Notice to County Child Support Office | same as file |
| (16) Affidavit for proceeding In Forma Pauperis | 1 year |
| (17) Order for proceeding In Forma Pauperis | same as file |
| (18) Custody Study | same as file |
| (19) Guardian ad Litem reports | same as file |
| (20) Order appointing Guardian ad Litem | same as file |
| (21) Scheduling Order | 1 year |
| (22) Pre-trial Statement | 1 year |
| (23) Application for Temporary Relief | 1 year |
| (24) Order for Temporary Relief | same as file |
| (25) Pre-trial Order | 1 year |
| (26) Motion to Amend Finding of Fact | same as file |
| A. Order | same as file |
| (27) Notice to remove | same as file |
| (28) Certificate of Timeliness & Reassignment | same as file |
| (29) Order of Assignment | same as file |
| (30) Motion & Order for Discovery | 1 year |
| (31) Order to show Cause | 1 year |
| A. Final Order | same as file |
| (32) Order for Custody Study | 1 year |
| (33) Motion for Modification of Child Support | same as file |
| A. Order Modifying Child Support | same as file |
| (34) Misc. documents: | |
| Judge's minutes | 1 year |
| Clerk's minutes | 1 year |
| misc. correspondence | 1 year |
| Notices | 1 year |
| SJIS reports | 1 year |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|---|-----------------------------------|--------------------------------|
| Paternity Case Files | | |
| The current Retention Schedule requires that Paternity cases be retained permanently. | | |
| (1) Summons & Petition | same as file | |
| (2) Answer | same as file | |
| (3) Order for Blood Testing | 1 year | |
| (4) Report of War Memorial Blood Bank | same as file | |
| (5) Stipulation | same as file | |
| (6) Order of Adjudication | same as file | |
| (7) Judgment and Decree | same as file | |
| (8) Child Support Recommendation | same as file | |
| (9) COLA | same as file | |
| (10) Motion for Change in Child Support | same as file | |
| A. Order | same as file | |
| (11) Order to Show Cause | 1 year | |
| A. Final Order | same as file | |
| (12) Order and Writ of Attachment | same as file | |
| (13) Motion for Change in Custody (Amended Findings) | same as file | |
| A. Order | same as file | |
| (14) Affidavit for proceeding In Forma Pauperis | 1 year | |
| (15) Order for proceeding In Forma Pauperis | same as file | |
| (16) Misc. documents: | | |
| Judge's minutes | 1 year | |
| Clerk's minutes | 1 year | |
| Misc. correspondence | 1 year | |
| Notices | 1 year | |
| SJIS reports | 1 year | |

E. Section III – Disposition of Reports

TCIS Generated Reports

Retention period for Total Court Information System generated reports

| | |
|--|---------|
| (1) Annual Random Selection of Jurors/Proof of Randomness Report | 2 years |
| (2) Annual Statement of Interest Accrued | None |
| (3) Archived Cases Report | None |
| (4) Archive Exception Report | None |
| (5) De-archived Cases (and TCIS Error) | None |
| (6) Calendar Adjustment | None |
| (7) Calendar Statistics | None |
| (8) Case Exception Review | None |
| (9) Cases Filed Statistics | None |
| (10) Certificate of Conviction Transmitted to DPS | None |
| (11) Batch Conviction Error Report (DPS Error Report) | None |
| (12) Citation Control Record/Inventory status | 2 years |
| (13) Citation Control Review | 2 years |
| (14) Citation Number Expansion | 2 years |
| (15) Citation Disposition bulletin | None |

| Record Title, Content & Usage | Minimum Retention Period in Court | Ultimate Disposition of Record |
|--|--|---------------------------------------|
| (16) Conciliation Disposition Error Report | None | |
| (17) Daily Listing of Cases files (overview) | None | |
| (18) Daily Name Index Back-up (Daily Participant Report) | Until replaced by fiche | |
| (19) Daily Probate Document Index | Until replaced by fiche | |
| (20) Disposition Error Reports | None | |
| (21) Dissolutions & Annulments | None | |
| (22) Expired Judgment Report | None | |
| (23) Judgment Abstract Report | None | |
| (24) Final Count Disposition Report (SJIS) | None | |
| (25) General Extract Report | None | |
| (26) Juvenile SJIS Error Report (Minn. SJIS) | None | |
| (27) Monthly listing of Cases filed | None | |
| (28) Outstanding Warrant Report | None | |
| (29) Quashed Warrant Report | None | |
| (30) Pending Archive Activity list | None | |
| (31) Probate Reminder Summary | None | |
| (32) SJIS Summary Statistics | None | |